



Employment Opportunity United States Peace Corps in Myanmar

The United States Peace Corps program in Myanmar seeks a qualified and motivated candidate to fill the following full-time position:

Regional Manager

Minimum Starting Salary: \$14,617/year (FSN-10 equivalent)

Anticipated Start Date: June/July 2015

The **Regional Manager (RM)**, under the supervision of the Director of Programming and Training (DPT), coordinates with the Program Managers (PMs) to provide overall support to Volunteers working in one or more sectors including Education and Health. This includes processing requests from Myanmar organizations and educational institutions into viable, effective assignments. The RM shall manage a network of work sites, which require maintaining relationships with Myanmar host agencies, schools and governmental officials at the township level. The RM supports Volunteers and their counterparts in the field, maintains professional relationships with Volunteers and other professional contacts and conducts periodic evaluations of sector activities. The RM reports to the DPT.

The RM's main responsibilities include:

- In coordination with the PMs, developing and maintaining a network of contacts in all program sectors of local government officials, organizations, schools and clinics involved with community activities and projects utilizing, or likely to utilize, Peace Corps Volunteers at the local level
- Traveling extensively throughout his/her assigned region in order to develop viable site placements for Peace Corps Volunteers through consultations with the Program Manager and the DPT
- Developing housing for PCVs
- Serving as the primary point of contact for Volunteers within the RM's assigned region(s)
- Maintaining existing sites through frequent communications and periodic visits to Volunteers and their counterparts
- Partnering with the Program Manager periodically on site visits to Volunteers, site supervisors and co-workers to assess job viability, level of administrative interest, and provide any necessary resources for the Volunteer's primary assignment and secondary projects
- Supporting Volunteers by acting as a technical and cultural consultant for them at their sites.
- Utilizing and contributing to the materials developed to identify viable sites and living quarters for Volunteers (housing selection forms, home stay family selection criteria and forms, site selection forms, safety and security requirements, etc.)

Required Qualifications

- University degree in a relevant field
- Fluency in written and spoken English and Burmese
- Proven working knowledge of the Myanmar educational and/or health system, its government structures, ministry activities and initiatives, and networks of NGOs and iNGOs
- Demonstrated ability to maintain professional networks of contacts with organizations and government officials through personal contact and correspondence at the local, township level
- Experience counseling or providing feedback to others;
- Written composition and translation skills in English

- Experience working in a cross-cultural setting as a part of an intercultural team
- Interpersonal communication and time management skills
- Demonstrated willingness and effectiveness in working cooperatively in teams
- Strong computer skills in Outlook, Excel, Microsoft Word, Databases and PowerPoint
- Strong organizational skills
- Excellent communication skills
- Flexibility in all things related to working with Peace Corps

Desired Qualifications

- Experience with social media tools including website design, blogs, Twitter, Facebook
- Experience working with an American or international organizations
- Fluency in any of the ethnic languages in Myanmar
- Previous experience working with programs utilizing volunteers
- Ability to work independently with little supervision
- Willingness to take initiative
- Strong service attitude
- Personal integrity
- Strong cross-cultural and interpersonal skills
- Strong interest in Myanmar's development
- Good sense of humor

Apply by submitting a resume and a one page letter in English which addresses your qualifications for the position. Please address all listed qualifications and include the title of the position you are seeking in your cover letter. Applications that do not address the required qualifications will not be considered.

Early application deadline for priority consideration is May 10, 2015, though the position will remain open until filled.

Applications and questions (including requests for the complete Statement of Work) should be sent to BurmaPC@peacecorps.gov.

Only qualified candidates will be contacted for interviews. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Candidates chosen for interview will also be required to pass language and skills evaluations.

The United States Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Myanmar. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.